

Saint Johns County Airport Authority

Safety Risk Management Committee Charter

THIS CHARTER OF THE SAFETY RISK MANAGEMENT COMMITTEE of the Saint Johns County Airport Authority is approved and adopted this 13th day of March, 2023.

The Airport Authority is committed to providing an open forum for Authority employees, airport tenants, Saint Johns County first responders, air traffic controllers and members of the public (the “Stakeholders”), to provide input concerning the safety, health, environment, and security matters in relation to the operation of the airport.

Membership

The Safety Risk Management Committee (“SRM Committee”) shall consist of at least one member of the Airport Authority and up to fourteen additional members representing the Stakeholders. SRM Committee members do not have to be experts in the field of safety, health, environment, or security matters. However, the Committee may invite such experts as it may see fit to attend its meetings. Committee members may rely upon and assume the accuracy of information provided by such persons, so long as such reliance is reasonable given the totality of circumstances. The Airport Authority anticipates and encourages the additional participation of Airport staff, the Air Traffic Control Tower Manager, or their designate, the Authority’s Engineer, and representatives or employees of Saint Johns County Government or other governmental units of the County as non-members at meetings of the SRM Committee (“Supporting Persons”). Supporting Persons shall not be members of the SRM Committee

Meetings

The Committee shall appoint a Chairperson and a Vice Chairperson from among its membership. The Committee shall conduct public meetings at least quarterly but may meet at whatever frequency it deems necessary to achieve its purpose. All meetings and business of the SRM Committee shall

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conform with Florida state “Sunshine law” requirements, including without limitation notice, recording, and public access. Without modification to the foregoing requirements, the Chairperson shall have the discretion to establish and amend meeting conduct rules. The Authority may establish Committee meeting rules from time to time, which shall take precedence over any rules established by the Chairperson. The Committee shall prepare and publish reports and analyses performed by staff and outside experts and consultants.

Members may be eligible for reimbursement of out-of-pocket expenses incurred while serving on the Safety Risk Management Committee, in accordance with the Authority’s written reimbursement policy.

Functions & Responsibilities

The Risk Management Committee shall:

1. Recommend strategies, policies, systems, standards, and processes to promote a culture of safety, health, security, and environmental protection.
2. Review and recommend to the Airport Authority approval policies and investments related to safety, health, environment, and security.
3. Review the adequacy of safety, health, environment, and security systems for the reporting of actual or potential accidents, breaches, and incidents, as well as investigations and remedial actions.
4. Review the Authority’s compliance with relevant Safety statutory and regulatory obligations and its adoption of SAFETY RISK MANAGEMENT policies, standards, and processes in accordance with best practices in airport management and review actions for any significant non-compliance.
5. Monitor plans and progress for improvement initiatives and ongoing development of organizational capability for SAFETY RISK MANAGEMENT Committee.
6. Review industry trends and risks, including potential liabilities and changes in legislation, community expectations, research findings and technological changes, and where appropriate, the mitigation actions.
7. Perform such other functions as requested by the Airport Authority.
8. Establish procedures whereby employees can confidentially and

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anonymously submit to the committee concerns regarding the Airport's Safety matters and issues.

The Safety Risk Management Committee may recommend that the Authority hire safety and security experts to perform a variety of systems and operational analyses the Committee deems appropriate.

The Committee has authority to recommend its own budget to be approved by the Airport Authority.

Annual Review

The Safety Risk Management Committee shall review and reassess annually the adequacy of this Safety Risk Management Committee Charter and recommend any changes to the Airport Authority.

Chairperson

Secretary/Treasurer

Date:_____

Date:_____